

TECHNICIAN VACANCY ANNOUNCEMENT

HUMAN RESOURCE OFFICE
LOUISIANA NATIONAL GUARD
JACKSON BARRACKS
NEW ORLEANS, LA 70146-0330

POSITION TITLE/SERIES & GRADE
Accounting Technician, 80479000,
GS-0525-*06/07

APPOINTMENT FACTORS
EXCEPTED ENLISTED

ANNOUNCEMENT NO.
085T-05

LOCATION
159 FW
Belle Chasse, Louisiana

SALARY RANGE
*\$30,731- \$39,951
\$34,149- \$44,395
PER ANNUM

OPENING DATE
06 JUL 05
CLOSING DATE
26 JUL 05

AREA OF CONSIDERATION: Enlisted members serving in the Louisiana National Guard. THIS POSITION IS NOT TO BE FILLED UNTIL VACATED BY THE INCUMBENT.

QUALIFICATIONS:

a. **GENERAL EXPERIENCE:** Clerical experience which demonstrates arithmetic aptitude and ability , accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

b. **SPECIALIZED EXPERIENCE:** Nine (9) months for GS-*06 and twelve (12) months for GS-07 of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- I. Knowledge of the Air Force General Accounting System.
- II. Knowledge of various commitment and obligation documents and the ability to verify and validate these documents through each stage of accounting.
- III. Knowledge of the Air National Guard and Air Force elements codes, terminology, and accounting/payroll policies, procedures, and regulations.
- IV. Knowledge if the Integrated Accounts Payable Systems (IAPS), transactions and procedures involved in entering, modifying, and correcting information in the automated accounting system.
- V. Ability to interpret financial manuals, regulations, and pamphlets pertaining to fiscal matters.
- VI. Ability to deal effectively with customers, face-to-face and by telephone in a professional and courteous manner on a daily basis.

EVALUATION PROCESS: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

NOTE: THIS POSITION IS ALSO BEING ANNOUNCED AS AN AGR POSITION UNDER AGR VACANCY ANNOUNCEMENT #085A-105, CLOSING 26 JUL 05. PERSONNEL APPLYING FOR THIS POSITION AS AGR SHOULD DO SO UNDER THAT VACANCY ANNOUNCEMENT.

NOTE: THIS POSITION REQUIRES MEDICAL SCREENING PRIOR TO PLACEMENT AS A TECHNICIAN.

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MILITARY ASSIGNMENT: Individual selected must be assigned to the 159TH FW of the LA ANG and occupy AFSC 6F0XX or 6F1XX prior to placement as a permanent technician. Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

SUMMARY OF DUTIES: This position is located in the Air National Guard (ANG) Flying Wing, Financial Management. Its purpose is to perform the full range of responsibilities associated with recording commitments, obligations, reimbursements, refunds, and disbursements for commercial services, accounts control, and travel in various computerized accounting systems. Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions involve multiple appropriations, including Operation and Maintenance, Military Personnel, Military Construction, and Other Air Force Procurement. Receives various commitment and obligation documents, including purchase requests, purchase orders, contracts, receiving reports, travel orders, Commercial Bills of Lading, and similar documents for certification against appropriated funds and manages them through all stages of accounting. Trains module managers and other users of automated financial document systems. Verifies and validates commitments, obligations, and all supporting documents as mandated by the Tri-Annual Review. Coordinates review of open documents with unit resource advisors. Identifies discrepancies, determines sources of errors, and takes necessary corrective actions. Complies with quality assurance initiatives, internal control review guides, and self-inspection checklists for the accounting function. Establishes accounting addresses and enters annual and quarterly fund targets into the General Accounting and Finance System (GAFS). Establishes fund targets into the Standard Base Supply System (SBSS) and web-based systems, e.g., purchase card, fuels, etc., that interface with the accounting records. Accomplishes MAFR for travel utilizing multiple systems and reconciles rejects with DFAS. Ensures all MAFR transactions are in balance by appropriation and fiscal year with DFAS by close of business day.

HOW TO APPLY:

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), SF 171 (or OF 612/Resume), OF 306 (must accompany OF 612/resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, Building 35, Jackson Barracks, New Orleans, La 70146-0330. Use of government postage paid envelopes for submission of applications is prohibited. **FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.**

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (504) 278-8347/ DSN 485-8347

www.la.ngb.army.mil

DISTRIBUTION:

B,E,G

**S: LANG-J1-HT (05)
159 FW (10)**